



Department of Housing and Community Development

January 22, 2013

NOTIFICATION OF VACANCY

**CD SENIOR FISCAL ANALYST
(Financial Services Manager I)**

POSITION #00172

LOCATION:

**DHCD
600 E. MAIN ST; STE 300
RICHMOND, VA 23219**

HIRING RANGE:

\$58,000 - \$67,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking an individual to work in the Policy and Strategic Development Office to assure sound financial management practices in the use of state and federal resources that are allocated by the Department to local governments and other clients. Essential duties will be to ensure that local government grantees receiving CDBG, NSP, ARC, Southern Rivers, Southwest Virginia Regional Water and Wastewater, Broadband, IPR and other funds, and non-profit organizations receiving same, are in compliance and to promptly disburse these funds; and conducting financial compliance reviews and maintain the in house audit tracking system. Funding received and disbursed under these Programs will be approximately \$50 million in 2013. The selected candidate must be capable of thoroughly tracking and monitoring the expenditures of these funds for compliance with GAO, HUD laws and regulations, and applicable State/Federal laws and regulations, both project and administrative. This position will also oversee the work and performance of two Fiscal Analysts; forecast expenditures and revenues for the Division and work with appropriate staff to develop and track Division and program budgets and perform additional duties as assigned.

QUALIFICATIONS GUIDE:

Comprehensive knowledge of governmental accounting, audit procedures, and audit report preparation; cash management and accounting transactions; computerized spreadsheets and current federal financial requirements and federal reporting systems. Demonstrated ability to operate software (Excel and Access) to manage data and produce reports; to read, interpret and apply Federal/State laws and regulations; to make complex technical presentations and provide technical assistance to diverse groups or organizations; to work with local elected and public officials; to negotiate complex issues; and to work independently and exercise sound judgment. Strong and effective written and oral communication skills are essential. Strong analytical ability and customer service skills are a must. Must be able to perform as a team member and provide staff support. Extensive accounting experience and related grant management knowledge are a must. Bachelor's degree in Accounting or equivalent combination of training and experience preferred. Prior staff management experience preferred. Moderate travel and a valid driver license required.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY TUESDAY, FEBRUARY 5, 2013, 2013, 5:00 p.m. EST.

For additional information please contact our Human Resource Office, at (804) 371-7000

An Equal Opportunity Employer

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.
